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DATE 02-21-2007 BY 60324 AUC BAW/CPB/STP

## SECTION 6. TESTS

\*\*EffDte: 02/28/1978 MCRT#: 0      Div: D2      Cav:      SecCls:

### | 6-1      STENOGRAPHIC, TYPING, AND DICTAPHONE TRANSCRIBER TESTS

(1) Stenographic and typing tests are available on a weekly basis to FBIHQ employees desiring to participate in these examinations. These tests are also afforded to applicants and on-board employees in the field offices. The dictaphone transcriber test is a tape cassette of dictation to be transcribed by the employee using a dictaphone machine, and this test is given only to field office employees. The stenographic test is a cassette tape dictated at 80 wpm. The typing test is a 5-minute timed test.

(2) The 80-wpm stenographic test is the standard requirement for the position of Stenographer, GS-5. The typing test is the standard requirement for the position of Office Automation Clerk/Assistant, GS-3, GS-4, and GS-5. The dictaphone transcriber test is given in conjunction with the typing test to field office applicants or employees who will be utilizing dictaphone equipment.

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### | 6-2      INSTRUCTIONS FOR AFFORDING STENOGRAPHIC, TYPING, AND DICTAPHONE TRANSCRIBER TESTS

Only current Bureau-approved tests are to be used.

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#### 6-2.1      Stenographic Tests

(1) Only official Bureau stenographic tape cassettes are to be used when affording the stenographic test. A standard tape recorder must be used to play the tape cassette (do not use a dictaphone machine). The official test must only be afforded once. If the employee or applicant must be tested more than once, a different test must be used.

(2) Instructions for transcription -

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(a) Place official payroll name of employee, date, EOD, and office of assignment in upper right-hand corner of a single sheet of paper.

(b) If an applicant, applicant's full name and the date should be placed in the upper right-hand corner of the paper.

(c) Set the typewriter for one-inch margins, double spacing, and a ten-space tab indentation. Indent only at the beginning of the transcription.

(d) Employee or applicant cannot retype original transcription.

(e) Verbatim transcription is required. Applicant or employee is responsible for spelling, punctuation, capitalization and proper word division. Dictionaries may be used. In case of error, it is permissible to use an eraser. Self-correcting typewriters, correcting tape or whiteout are not permitted.

(f) Indicate on transcription paper the amount of time required for transcribing.

(g) Staple all stenographic notes to the transcription including warm-up notes.

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## **6-2.2    Typing Tests**

(1) Only official Bureau typing tests are to be used when affording the typing test. Do not use correcting tape or whiteout. A practice typing test may be afforded prior to the official test. The official typing test must only be afforded once. If the employee must be tested more than once, a different test must be used.

(2) Instructions for a 5-minute timed typing test -

(a) Place official payroll name, date, EOD, and office of assignment in upper right-hand corner of single sheet of paper.

(b) If an applicant, applicant's full name and the date should be placed in the upper right-hand corner of the paper.

(c) Set machine for a one-inch margin, single spacing, and a ten-space tab indentation. Double space between paragraphs.

(d) Test must be copied precisely line for line.

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| (e) | Time employee for five (5) minutes.

| (f) | If entire test is typed before time is called,  
employee should double space and begin typing test again.

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### 6-2.4      Dictaphone Transcriber Test

(1) Only official Bureau dictaphone transcriber tape cassette is to be used when affording the dictaphone transcriber test. A dictaphone machine must be used (do not use a tape recorder). The tape cassette may be forwarded or reversed if necessary. The official test must only be afforded once. A practice dictaphone transcriber test may be afforded prior to affording the official test. If the employee or applicant must be tested more than once, a different test must be used.

(2) Instructions for transcription -

(a) Place official payroll name of employee, date, EOD, and office of assignment in upper right-hand corner of a single sheet of paper.

(b) If an applicant, applicant's full name and the date should be placed in upper right-hand corner of the paper.

(c) Set the typewriter for one-inch margins, double spacing and a ten-space tab indentation. Indent only at the beginning of the transcription.

(d) Employee or applicant cannot retype original transcription.

(e) Verbatim transcription is required. Applicant or employee is responsible for spelling, punctuation, capitalization and proper word division. Dictionaries may be used. In case of error, it is permissible to use an eraser. Self-correcting | typewriters, correcting tape or whiteout are | not permitted.

(f) Indicate on transcription paper the amount of time required for transcribing.

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### **6-3 GRADING OF TESTS**

(1) For applicants recruited for FBIHQ: All stenographic and typing tests administered to applicants recruited for FBIHQ must be forwarded to the Bureau Support Applicant Unit with the appropriate paperwork for regrading. Field offices should never inform an applicant of the results of these tests until notified of the official score from FBIHQ.

(2) For applicants recruited for field offices: Field offices shall officially grade all stenographic and typing tests for applicants recruited for their respective offices and on-board employees being considered for promotion. These tests are not to be sent to FBIHQ for regrading.

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### **6-4 INSTRUCTIONS FOR GRADING BUREAU STENOGRAPHIC TEST**

The exercise consists of 240 words and has been dictated at 80 wpm for three (3) minutes. Accuracy in the test will be rated on the entire paper. If the transcription consumes more than twenty (20) minutes, two (2) points will be deducted for every minute thereafter. A grade of 75 percent is passing, below 65 percent constitutes a NO GRADE.

The following deductions will be made for the errors noted:

#### **ERRORS**

#### **POINTS**

General Rule: Every word omitted, added, inserted, misspelled, transposed or in any manner changed from the dictation tape will be penalized as follows:

Word omitted	3
Word added	3
Word inserted	3
Misspelled word	3
Transposed word	3
Abbreviation (not dictated or dictated but not standard use of)	3
Punctuation:	
Failure to use punctuation	1
Incorrect punctuation	1
Division of words (each error in)	1
Erasures and strikeovers	1
(Maximum for exercise)	5

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Incorrectly compounded word	1
Capitalization	1
Interlineation	1
Plural instead of singular if grammatical connection is affected	3
is not affected	1
Singular instead of plural if grammatical connection is affected	3
is not affected	1
Spacing:	
Following punctuation marks	1
Between words	1
Incorrect tabulation	1
Incorrect margins	1
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## **6-5 RULES TO BE FOLLOWED IN GRADING BUREAU TYPING TESTS**

A score of 40 wpm is required for the GS-4 or GS-5 positions and a score of 30-39 wpm is required for the GS-3 position.

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### **6-5.1 Errors**

General Rule: Every word omitted, added, misspelled, transposed or in any manner changed from the printed copy will be penalized as follows:

(1) Omission - Charge one error for each letter, figure, or punctuation mark omitted. If the entire line is omitted or a partial line omitted, charge only one error. Then deduct total strokes of the omitted line or partial line from the total strokes typed for the entire line.

(2) Addition - Charge one error for each letter, figure, or punctuation mark added. Charge one error for each entire line added or retyped and for part of a line added or retyped. Charge one error for each word containing a mistake in added or retyped lines.

(3) Misspelled Words - Charge one error for each misspelled word.

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(4) Transposition - Charge one error for each transposed word, plus an error for each word in the transposed matter containing a mistake.

(5) Faulty shifting and lightly struck characters - Charge one error for each character appearing either above or below the line or lightly struck character if the whole character is discernible.

(6) Capitalization - Charge one error for failure to capitalize as in printed copy. Charge one error for an entire line or part of a line typed in solid capitals plus an error for each word containing a mistake.

(7) Indention - Charge only one error for each failure to indent as in copy since tab indentions are previously set before the timing starts; therefore, if the typist indents incorrectly the first time, he or she will be indenting incorrectly throughout the entire timing.

(8) Margins - Charge one error for each irregularity in left margin. Charge one error for each deviation from the test in the right margin.

(9) Spacing - Charge one error for incorrect spacing between lines, words, and after punctuation marks that differ from printed copy.

(10) Strikeovers - Charge one error for each strikeover.

(11) Last word - Charge one error for a mistake in the last word typed, whether or not the word is completed.

ONLY ONE ERROR MAY BE CHARGED IN A WORD, INCLUDING ITS FOLLOWING PUNCTUATION AND SPACING.

NOTE: Use a check mark to indicate each error.

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## **6-5.2      Calculation of Grade**

Each character or space in a line counts as one stroke. Determine the number of strokes typed. If a partial line is typed, count the strokes and add to the total strokes in the line above. Do not add strokes in retyped lines. Subtract strokes from the total number of strokes for omitted lines. Divide the number of strokes by (5) five to determine the gross number of words typed. For each error, deduct (10) ten words from the gross number of words. Divide by (5) five to determine net wpm typed. Round off fractions to nearest whole number.

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Example:

A typist typed 1,233 strokes with 2 errors in 5 minutes  
1,233 divided by 5 = 247 gross words  
2 (errors) x 10 = 20 penalty  
247 - 20 = 227 net words  
227 divided by 5 (minutes) = 45 net wpm

PASSING GRADE = 40 WPM

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**6-7    INSTRUCTIONS FOR GRADING THE BUREAU DICTAPHONE  
TRANSCRIBER TEST**

The exercise consists of 240 words and has been dictated at 80 wpm for three (3) minutes. Accuracy in the test will be rated on the entire paper. If the transcription consumes more than (10) ten minutes, two (2) points will be deducted for every minute thereafter. A grade of 75 percent is passing, below 65 percent constitutes NO GRADE.

The following deductions will be made for the errors noted:

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### 6-7.1 Errors

General Rule: Every word omitted, added, inserted, misspelled, transposed or in any manner changed from the dictation tape will be penalized as follows:

ERRORS	POINTS
Word Omitted	3
Word Added	3
Word inserted	3
Misspelled word	3
Transposed word	3
Abbreviation: (Not dictated or dictated but not standard use of)	3
Punctuation:	
Failure to use punctuation	1
Incorrect punctuation	1
Division of words (each error in)	1
Erasures and strikeovers	1
(Maximum for exercise)	5
Incorrectly compounded word	1
Capitalization	1
Interlineation	1
Plural instead of singular if grammatical connection is affected	3
is not affected	1
Singular instead of plural if grammatical connection is affected	3
is not affected	1
Spacing:	
Following punctuation marks	1
Between words	1
Incorrect tabulation	1
Incorrect margins	1

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